



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street  
Carson City, Nevada 89701-4204  
(775) 687-4050

**MEMO PERD #17/99**

April 29, 1999

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Acting Director  
Department of Personnel

SUBJECT: OCCUPATIONAL GROUP STUDY UPDATE

---

In an effort to keep you informed regarding the progress of the occupational group study of Clerical & Related Services classes, we would like to provide an update of recent study activities.

As you know, the Position Description Questionnaires (PDQ's) were distributed to affected employees during the week of February 8, 1999. At the same time, agency personnel officers and managers were given lists of positions included in the study in order to identify additions or corrections to those lists. We also met with agency personnel liaisons on February 17, 1999, to discuss distribution of the PDQ's, voluntary attendance at orientation sessions, methods of tracking completion and submission of PDQ's, and the role of advisory committees comprised of subject matter experts in clerical and related services areas.

In March, 88 orientation sessions were held in Carson City, Las Vegas, Reno/Sparks and Elko, affording employees an opportunity to ask questions regarding the study process and completion of the PDQ. The sessions were attended by 1,451 employees, approximately one-third of all employees whose positions are under review. Telephone hot-lines in Carson City and Las Vegas were accessed by over 150 employees who called with specific questions concerning completion of the PDQ.

The target date for submission of PDQ's to the Department of Personnel was March 26<sup>th</sup>, and, to date, over half have been received, logged in, and distributed to the study analysts. We will be

April 29, 1999

Page 2

contacting personnel liaisons in the near future regarding the PDQ's which have not yet been submitted. This is a pivotal time in the study process, and we want to ensure the analysts have adequate time to evaluate information for all positions in the study. Therefore, your assistance in encouraging members of your staff to complete their PDQ's would be greatly appreciated.

During the coming weeks, the study analysts will be contacting personnel officers and agency supervisors and managers to schedule desk audits. We plan to conduct group audits, when possible, to obtain maximum as well as timely input from the greatest number of employees. We would appreciate your cooperation and assistance in allowing staff to participate in the audit process.

Personnel officers and managers have also been asked to nominate candidates to serve on advisory committees as subject matter experts. These individuals will assist us throughout the study process in identifying and resolving issues and concerns specific to their field and in developing technically sound duty statements, class concepts and minimum qualifications.

In the coming months, we will provide similar updates at periodic intervals regarding the progress of the study. If you have any immediate questions or concerns related to the study, please do not hesitate to contact Carol Thomas at 684-0105 or Mary Day at 684-0120.

JG:cp

cc: Agency Personnel Liaison  
Agency Personnel Representative